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February 26, 2010

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking office space in Florence County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to Michelle J. Phillips.

All proposals must be received in the Real Property Services office on or before 5:00 PM, March 05, 2010.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/mjp
Enclosure

REQUEST FOR OFFICE LEASE PROPOSAL

STATE AGENCY: South Carolina Department of Social Services
ISSUE DATE: February 26, 2010
RETURN PROPOSALS TO: Division of General Services
Real Property Services
1201 Main Street, Suite 420
Columbia, South Carolina 29201
Phone: (803) 734-6062 Fax: (803) 737-0592
E-Mail: mphillips@gs.sc.gov
PROPOSAL DUE: March 5, 2010 at 5:00 PM

ALL PROPOSALS MUST BE IN WRITING. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, AND RATE PER RENTABLE SQUARE FOOT BASED ON BOMA STANDARDS.

LEASE CRITERIA

USABLE AREA: ±18,000 square feet total. (Approximately 13,500 square feet for Child Support Group and approximately 4,500 square feet for Intensive Foster Care Group.) Include rentable and usable area in proposal. Please also include the common area factor (%).

NUMBER OF EMPLOYEES: Fifty-eight (62) total. {Forty-four (46) for Child Support Group and fourteen (16) for Intensive Foster Care Group.}

COUNTY: Florence

PROPOSED USE: Office Space for Florence Child Support and Florence Intensive Foster Care Groups

PREFERRED LOCATION: Within five (5) minutes driving distance from the Florence County courthouse located at 180 N. Irby Street in Florence.

TERM OF LEASE: Five (5) years with optional extended term of five (5) years at stated rates for both the initial term and extended term.

EXPECTED OCCUPANCY DATE: Occupancy will be as soon as practicable after March 31, 2010, to be determined. Proposal should include the estimated date the proposed space will be ready for occupancy based on availability and expected completion of any renovations.

PARKING REQUIREMENTS: 62 employee spaces, 10-16 visitor spaces and 12 spaces designated for state vehicles. (Child Support Group needs 46 employee spaces, 5-8 visitor spaces and 6 spaces for state vehicles. Intensive Foster Care Group needs 16 employee spaces, 5-8 visitor spaces and 6 spaces for state vehicles.) Parking must be paved and lighted.

REQUIREMENTS:

- *Standard state lease must be used.
- *Property must be barrier free, hazard free and smoke free.
- *Space must be provided move in ready. Landlord shall make all tenant improvements. Landlord must either absorb the cost of all tenant improvements or propose a rate per square foot that includes the cost of all tenant improvements. Please specify. Proposals that only cover a portion of tenant improvements may be considered non-responsive.
- *A copy of the existing floor plan and the proposed floor plan must be submitted with the proposal.
- *Leased space must include:
 - Office space for employees. May include a combination of private office and cubicle space. Any cubicles to be provided by landlord.
 - A track file system for the Child Support group
 - Secured waiting/reception area to accommodate visitors and a security officer
 - Break room/area with cabinets, sink, refrigerator and microwave oven capability
 - One (1) conference room to accommodate 50 people if proposal combines both groups. (If proposal is for one group only, Child Support Group needs a conference room to accommodate 50 people and Intensive Foster Care Group requires a conference room to accommodate 10 people.)
 - Separate and secure computer server/telephone room with 24/7 HVAC of approximately 81 square feet. HVAC must be a separate unit.
 - Mini blinds on all exterior windows
- *Child Support Group must either be on the first floor or an engineer's statement must be provided certifying that the weight of the filing system will be supported in the space if the proposal is for space located on the second floor or above.
- *Space must include and/or landlord must provide electrical wiring for video conferencing equipment in conference room to be utilized by Child Support Group.
- *Building must accommodate a digital phone system.
- *Restrooms and break room must have hot and cold running water.
- *Proposal for a GROSS lease to include all operating expenses is preferred (utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.)
- *Proposal must disclose the rate per square foot allocated for operating expenses. (Used to compare proposals)
- *If GROSS lease is not possible, submit an estimate of utility costs for property.

ADDITIONAL INFORMATION:

- *This location will have public visitors, including parties to child support and foster care cases. The space will need to accommodate a security officer in the waiting/reception area to be provided by tenant.
- *Proposals may be submitted for space to accommodate either the Child Support Group or the Intensive Foster Care Group or both groups.

*Please specify whether operating expenses are included or whether such expenses are subject to increases. If the proposal is submitted with tenant to be responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a 3% cap.

*Please indicate the total rentable area of the building in the proposal.

Note: No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.